



## **SAP SUCCESSFACTORS (Employee Central) COURSE SYLLABUS**

### **Module: Introduction to Mastery Topics:**

1. Cloud and SF Architecture
2. Instance, Provisioning explanation
3. Technical Architecture
4. Integration Technology/Tools
5. Bizxpert Methodology – Implementation Methodology.
6. Basic company settings in Provisioning
7. Creating administrators in Provisioning
8. Creating administrators in Instance
9. Instance basic settings – Passwords, Home Page, Welcome Menu, Company info, Employee files
10. Administrator tools
11. Commonly used terms
12. Admin Privileges

13. Proxy Management
14. Setting up company Logos
15. Manage Data User Records
16. Employee Data File
17. Permissions
18. Role Based Per missioning (RBP).
19. Pick list Management.
20. Text Customization in Instance
21. XML and Data models
22. People Search
23. Rating Scales
24. Route Maps (Workflow)
25. Launching forms
26. Employee Profile

**Module: Employee Central Mastery – Core HCM module**

1. Introduction and basic provisioning set up exercises
2. Data models
3. Employee Central Structure
4. Data model Management
5. Data model Associations
6. Enable employee central and RBP
7. Update employee details
8. ESS/MSS functionality
9. Understanding security
10. Managing security with RBP
11. EC as a system of record
12. EC Customizing and Populating Basic Foundation data
13. Customizing Country specific files in Foundation tables
14. Creating and modifying associations
15. Propagations

- 16. Importing users and data
- 17. Mass Changes
- 18. Customizing employee files
- 19. Customizing CSF for employee files
- 20. Position Management
- 21. Absence Management
- 22. Employee Central Reporting and Integration
- 24. MDF Overview
- 25. MDF Objects creation
- 26. Manage Business Configuration Rules setup
- 27. Manage Workflow Requests/groups
- 28. Org Chart
- 29. Manage Sequence
- 30. Monitor Job